



City of Arts & Innovation

19th Annual Riverside Festival of Lights Call for Professional Entertainment

The City of Riverside is proud to host the *19th Annual Riverside Festival of Lights* holiday program, taking place from Friday, November 25, 2011 through Sunday, January 8, 2012, in beautiful Downtown Riverside. The annual *Festival of Lights Switch-On Ceremony*, produced by the Mission Inn Hotel & Spa and the Greater Riverside Chambers of Commerce, will take place on Friday, November 25th at 5:30 p.m., with over 50,000 expected to be in attendance. The *Festival of Lights Switch-On Ceremony* will launch six weeks of outdoor winter wonderland festivities for all to enjoy.

The *Festival of Lights* features a spectacular exhibition of over three million lights, a culturally-diverse selection of family-friendly live performances, an outdoor ice skating rink, holiday food and gift items, and photo opportunities with Santa. This unique event draws over 150,000 visitors to Downtown Riverside each year. Every year the *Festival* has also been featured on local radio and television stations and publications.

The City is contacting all professional entertainers that have previously participated in and/or expressed an interest in performing at the *Festival*.

PROGRAMMING INFORMATION

Beginning on Saturday, November 26, 2011 and continuing through Sunday, January 8, 2012 the City of Riverside will be programming entertainment along Main Street Riverside. Live entertainment will be provided on a daily basis as follows:

November 26, 2011 – January 8, 2012

Monday – Thursday	5 – 10 p.m.
Friday	5 – 11 p.m.
Saturday	Noon – 11 p.m.
Sundays	Noon – 10 p.m.

Time slots are booked taking into consideration the type of performance, the amount of time needed to set-up and tear-down, and the length of the performance. When completing the attached Performance Request Form, please indicate the amount of time you will need to set-up, tear-down and the length of the performance (sets and breaks combined).

Entertainer(s) will be required to check-in with the Sound Technician no less than 15 minutes prior to their performance time. Check-in times may vary depending on the amount of time needed for set-up.

PARKING & LOADING / UNLOADING

Parking permits will not be issued to entertainers. Parking in Downtown Riverside is free on the weekends and holidays and during the weekdays after 5 p.m. Loading and unloading may take place in the Tumbleweed Lot located on the corner of Main Street and University Avenue. Entrance to the Tumbleweed Lot is next to 3643 University Avenue. Once you have completed loading/unloading you may park in any of the City-owned parking structures or lots.

STAGE/SOUND/LIGHTING INFORMATION

The City will be contracting with a production company to provide a 20' x 24' stage with appropriate sound and lighting. Chairs and music stands that are needed for the entertainers' performance are the sole responsibility of the entertainer(s). Risers, if needed, will be provided. If you would like to make special arrangements or would like more information from the production company please let us know and we can put you in touch with the production company.

HOW TO GET INVOLVED

Entertainers interested in participating during the *Festival of Lights* will need to fill out the attached Performance Request Form. The Request Form will allow you to indicate which date(s) and time(s) you/your group would prefer to perform. If you/your group would like to perform on multiple dates and times, please outline your requested schedule on a separate sheet of paper and attach it to the Request Form. Scheduling will take place on a first-come, first-served basis. It is the goal for City staff to incorporate entertainers as needed based on the appropriateness as it relates to the *Festival of Lights*. This Request Form will also help the City collect information about each entertainer so that the City may include performance information on the *Festival of Lights* website and in the *Festival of Lights* Program. The more complete the Request Form, the more information we will be able to provide the audience.

Note: Please keep in mind that it is expected for you/your group to perform for the entire duration of your allotted performance time. If necessary, please come prepared to perform multiple sets to fill your allotted performance time.

We recommend that you submit your Request Form as soon as possible to ensure you get the date(s) and time(s) you would prefer. In addition to submitting your completed Request Form, each entertainer must submit a song list and demo package including photos and audio samples.

Once complete, please remit the Request Form to: Attn: Aja d'Encarnacao, Project Coordinator
City of Riverside, Development Department
Arts & Cultural Affairs Division
3900 Main Street, 5th Floor
Riverside, CA 92522

Submitting the Request Form does not guarantee a booking at the *Festival of Lights*. Once your Request is received, the date(s) and time(s) requested as well as compensation need to be approved by the City. If your request is approved you will receive a letter with an attached Confirmation. The Confirmation will highlight the performance date(s) and time(s) that are **reserved** for you/your group. In order to **book** your date(s) and time(s), the original signed Confirmation must be received in our office within fifteen (15) business days of the original mailing date. If the signed Confirmation is not received in this time frame we will release the time slot(s).

To ensure entertainers are paid on the date of their performance, the following three (3) documents must be submitted with your original signed Confirmation no later than November 7, 2011 at 4 p.m.

- 1) One invoice for each date you have been confirmed to perform;
- 2) A completed Form W-9; and
- 3) A completed Vendor Form.

Note: The City of Riverside reserves the right to cancel and/or reschedule performance(s) as necessary. Cancelled performances will not be compensated.

ADDITIONAL INFORMATION

It is known to get very chilly by the *Festival of Lights* Entertainment Stage. We recommend bringing warm clothing and possibly providing your own heaters for entertainers. Changing rooms will not be provided.

If you need additional information or need assistance filling out the Request Form, please contact Aja d'Encarnacao at (951) 826-5265 or via email at adencarnacao@riversideca.gov or specialevents@riversideca.gov.



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19th Annual Riverside Festival of Lights
Professional Entertainment Request Form

Entertainment/Group Name: _____

Performance Type: ☐ solo ☐ Duo ☐ Trio ☐ Band ☐ Choral ☐ Dance
☐ Ice Sculpting ☐ Magician ☐ Other

Brief Description/Music Genre: _____

Primary Contact Name & Title: _____

Contact Number: _____ Fax Number: _____

Mailing Address: _____

Email Address : _____

Web Site Address (if applicable): http://_____

Note: Please keep in mind that it is expected for you/your group to perform for the entire duration of your allotted performance time. If necessary, please come prepared to perform multiple sets to fill your allotted performance time.

Set/Hourly Rate*: \$ _____

Time Needed for Set-Up: ☐ 15 min ☐ 30 min ☐ 45 min ☐ 1 hour ☐ Other

Sets: _____ /Set Length: ☐ 15 min ☐ 30 min ☐ 45 min ☐ 1 hour ☐ Other

Time Needed for Clean-Up: ☐ 15 min ☐ 30 min ☐ 45 min ☐ 1 hour ☐ Other

On-Site Contact Name & Title: _____

On-Site Contact Number: _____

☐ Please connect me/our group with the Production Company.

Please indicate below the date(s) and time(s) you/your group would prefer to perform. Space for alternate dates is provided below. We highly suggest you include alternate dates in the event that your first choice is unavailable. If you/your group would like to perform multiple times, please list the additional dates and times on a separate sheet of paper and attach it to this Form. Please keep in mind that the Start Time is when you begin performing. You will be required to check-in with the Sound Technician no less than 15 minutes prior to your performance time, depending on the time needed for set-up.

<u>First Choice</u>	<u>Alternate Choice</u>	<u>Alternate Choice</u>	<u>Alternate Choice</u>
Date: _____	Date: _____	Date: _____	Date: _____
Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____

* The City of Riverside reserves the right to cancel and/or reschedule performance(s) as necessary. Cancelled performances will not be compensated. Set/hourly rates must be approved prior to confirmation.